

**BY ORDER OF THE COMMANDER
36TH WING**

36TH WING INSTRUCTION 24-302

14 MAY 2014



Transportation

**VEHICLE ACCIDENT
AND ABUSE PROGRAM**

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This instruction implements Air Force Policy Directive (AFPD) 24-3, *Management, Operation, and Use of Transportation Vehicles*, and references Air Force Instruction (AFI) 24-302, *Vehicle Management*, which provides guidance on the vehicle accident and abuse program at Andersen Air Force Base. Visibility and emphasis is placed at the unit level and under the direct control of the unit commander to foster better operator care and condition of Andersen's vehicle fleet. This instruction is applicable to all persons operating Government Motor Vehicles (GMV) and equipment, (owned, rented or leased) assigned or attached to the 36th Wing (36 WG); to include all Geographically Separated Units (GSU), the Air Force Reserves, and the Air National Guard. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, Recommendation for Change of Publication; route AF Forms 847 from the field through the appropriate functional chain of command. Requests for waivers must be submitted through chain of command to the OPR listed above for consideration and approval. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Manual (AFMAN) 33-363, Management of Records, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

1. Overview. The key to successfully reducing damage to vehicles is placing responsibility where it rightfully belongs on the operator and the operator's commander who are charged with maintaining high standards of vehicle operator training and discipline. Consequently, using the procedures set forth in paragraph 2.3 of this instruction, repair cost will be the responsibility of the organization to which the operators are assigned.

1.1. Goal: To reduce the number of vehicle accidents, abuse and incident cases and reduce the risk of personal injury or death while keeping the cost of repairs to an absolute minimum. Commanders are required to initiate internal investigations into circumstances surrounding accidents, incidents and cases of suspected vehicle abuse or incidents.

2. Roles and Responsibilities.

2.1. Vehicle Management: The 36th Logistics Readiness Squadron (36 LRS), Vehicle Management section (36 LRS/LGRV), is responsible for identifying suspected accidents, abuses and incidents (Attachment 2). The 36th Logistics Readiness Squadron Transportation Manager (36 LRS/LGRV), 36th Logistics Readiness Squadron Fleet Manager (36 LRS/LGRVF), or 36th Logistics Readiness Squadron Vehicle Maintenance Superintendent (36 LRS/LGRVM) will evaluate each case and validate each alleged accident, abuse or incident. They will be the final authorities entrusted with differentiating between accident, abuse or incident. Reporting damage to an Air Force, Navy, or GSA lease vehicle is the unit's responsibility. Documentation and tracking of the accident, abuse, or incident damage repair is the responsibility of the Vehicle Management and Analysis (VM&A) section of 36 LRS/LGRV. The responsible unit commander will be the final authority in determining if financial liability will be pursued.

2.2. Vehicle Operator: The vehicle operator has the primary responsibility to prevent a vehicle accident, abuse, or incident. Any damage should be reported immediately to the 36th Security Forces Squadron (36 SFS). If off base, contact the Guam Police Department at (671) 632-9808, or (671) 632-9811. Operators will provide a copy of the SF Form 91, *Motor Vehicle Accident Report*, to the 36 LRS/LGRV Customer Service Center (CSC) during vehicle turn-in. In addition, two copies of the SF Form 94, *Statement of Witness*, are required for GSA lease vehicles. The secondary responsibility rests with the unit's Vehicle Control Officer/Vehicle Control Non-Commissioned Officer (VCO/VCNCO), who should be inspecting the unit's vehicles periodically for unreported damage and ensure each vehicle is turned into 36 LRS/LGRV for repairs.

2.3. Using Organization: Ultimate financial responsibility for vehicle damage rests with the vehicle operator's assigned organization. In cases where multiple Air Force, Navy, or GSA lease vehicles are involved and an investigation cannot determine fault, repair cost will be the responsibility of the organization to which the operators are assigned. Group commanders will be responsible for accuracy, review, and completeness of any report of survey (ROS) originating within their units. Nothing in this Andersen Air Force Base Instruction relieves an individual of personal liability under a ROS. See AFMAN 23-220, *Reports of Survey for Air Force Property*.

3. Accident and Abuse Procedures.

3.1. Upon determination of vehicle damage as a result of accident or abuse, 36 LRS/LGRV will:

3.1.1. Open a vehicle repair estimate work order and take pictures to create an accident or abuse case file. As required, copies will be sent to the 36th Wing Ground Safety Office (36 WG/SEG) and/or 36th Wing Legal Office (36 WG/JA) for review.

3.1.2. Send a vehicle accident/abuse report/notification letter, along with an estimate of repairs, to the operator's commander to initiate an investigation. As the liaison between their organization and 36 LRS/LGRV, the VCO/VCNCO will also be notified.

3.1.3. Include a copy of the accident report/notification letter to the 36 WG/SEG. If a GMV was involved in a fatality, caused a fatality or an accident with private property, the 36 WG/JA must release the vehicle before repairs can proceed.

3.1.4. If the estimated repair cost exceeds the vehicle's "one-time repair limit," the vehicle is considered uneconomically repairable and will not be repaired. However, exceptions may be made to meet mission critical needs. The 36 LRS/CC and/or HQ PACAF/A4 determine these exceptions, depending on vehicle type. Once determined, the repair cost will be provided to the 36 WG/SEG.

3.1.5. 36 LRS/LGRV will be responsible for recovering all non-drivable GMVs or contact a reputable towing company for such service. The initial responsibility to identify and report accidents rests with the vehicle operator.

3.1.6. Maintain accident or abuse repair information for a 12-month period.

3.2. Assigned and using organizations will:

3.2.1. Ensure a viable vehicle accident prevention program is part of the unit's safety program.

3.2.2. All GMVs involved in an accident, or found to have damage not previously reported (Abuse/Incident), must be brought to the 36 LRS/LGRV CSC section as soon as possible, but no later than the next duty day, so damage assessment and initial repair cost estimate can be accomplished.

3.2.3. SF 91 and DD Form 518, *Accident Identification Card*, must be completed and provided upon vehicle turn-in to 36 LRS/LGRV. The vehicle will not be considered reported to maintenance until the vehicle and both forms have been submitted. 36 SFS must ensure the name and rank of the 36 SFS Defender responding on scene is listed in block 81 of SF Form 91.

3.2.4. Commanders have 10 calendar days after the vehicle accident or abuse notification letter has been received to conduct an investigation, gather the police report, ROS data (if required), take pictures, and provide a release letter (Attachment 3). An email containing the same data specified in Attachment 3 will suffice as a release letter. 36 LRS/LGRV will open an accident or abuse repair work order and begin repairs upon receipt of all required documents. In some circumstances, the 36 WG/JA will be required to review the case and release the vehicle for repair.

3.2.5. Commanders may initiate a DD Form 200, *Financial Liability Investigation of Property Loss*, investigation into the circumstances involving any accident or suspected vehicle abuse case where gross negligence is suspected. If the investigation reveals an operator's gross negligence was the proximate cause of damage to a vehicle, commanders may assess pecuniary liability for the repair cost in accordance with AFMAN 23-220, paragraph 8.6.3.

3.2.6. Accidents and abuse case statistics will be reported and tracked by 36 LRS/LGRV.

3.2.7. Report U-Drive-It or loaned vehicle damage to 36 LRS/LGRV within 24-hours.

3.2.8. Initiate a ROS for Air Force property in accordance with AFMAN 23-220 if willful negligence is substantiated. **Note:** The investigator cannot hold the position of VCO/VNCO.

3.2.9. Commanders disagreeing with the findings of liability may appeal to the 36 LRS/CC within 10 calendar days from notification. Additionally, intent to appeal must be coordinated with VM&A. If the 36 LRS/CC does not support the appeal, the appeal package will then be forwarded through the 36th Mission Support Group Commander (36 MSG/CC) to the 36th Wing Commander (36 WG/CC) for final determination.

STEVEN D. GARLAND, Brigadier General, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 24-302, *Transportation, Vehicle Management*, 26 June 2012

AFMAN 23-220, *Reports of Survey for Air Force Property*, 01 July 1996

AFMAN 33-363, *Management of Records*, 01 March 2008

AFPD 24-3, *Management, Operation and Use of Transportation Vehicles*, 07 July 2010

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 22 September 2009

DD Form 200, *Financial Liability Investigation of Property Loss*, 1 July 2009

DD Form 518, *Accident Identification Card*, 1 October 1978

SF 91, *Motor Vehicle Accident Report*, 1 February 2004

SF 94, *Statement of Witness*, 1 February 1983

Abbreviations and Acronyms

36 WG—36th Wing

36 WG/CC—36th Wing Commander

36 WG/JA—36th Wing Judge Advocate

36 WG/SEG—36th Wing Ground Safety

36 LRS/CC—36th Logistics Readiness Squadron Commander

36 LRS/LGRV—36th Logistics Readiness Squadron Vehicle Management

36 LRS/VM&A—36th Logistics Readiness Squadron Vehicle Management and Analysis

36 LRS/LGRVF—36th Logistics Readiness Squadron Vehicle Fleet Manager

36 LRS/LGRVM—36th Logistics Readiness Squadron Vehicle Management Superintendent

36 MSG/CC—36th Mission Support Group Commander

36 SFS—36th Security Forces Squadron

AFPD—Air Force Prescribing Directive

AFRIMS—Air Force Records Information Management System

AFI—Air Force Instruction

AFMAN—Air Force Manual

CSC—Customer Service Center

GMV—Government Motor Vehicle

GSA—Government Service Administration

GSU—Geographically Separated Unit

HQ PACAF/A4—Headquarters United States Pacific Air Forces Logistics

OPR—Office of Primary Responsibility

RDS—Records Disposition Schedule

ROS—Report of Survey

UDI—U-Drive-It

VCO—Vehicle Control Officer

VCNCO—Vehicle Control Non-Commissioned Officer

Terms

Fair Wear and Tear— The normal expected deterioration of a vehicle or equipment based on its age, usage and life expectancy.

Motor Vehicle Accident— Any collision, impact, or abrasion against a fixed or moving object with a military motor vehicle, that causes damage, whether immediately noticeable or not.

Vehicle Abuse— An act or omission that has caused, or may cause, damage that cannot be attributed to fair wear and tear under normal use, accident or incidents. Vehicle abuse may result in early failure of components or immediately detectable damage. Some examples of vehicle abuse are listed in (Attachment 2) of this instruction. Controversies about classification will be handled at the lowest level, with the 36th LRS/CC being the final authority.

Vehicle Incident— Repairs required as a result of damages beyond the control of an individual, which have resulted from natural causes. Such repairs will not be categorized as an accident or abuse. Letters of explanation will accompany vehicles turned in to explain any incident damage. Examples of incidents are:

- (1) A rock thrown through the windshield by the tire of a vehicle being followed;
- (2) A **wind**—carried object striking a vehicle;
- (3) Hail or other inclement weather damage.

U-Drive-It (UDI)— Vehicles available to using organizations and activities of the installation for temporary support of official functions and operated by personnel assigned to the using Agency in support of home-station mission, contingencies, TDY support, combat service or support operations. Support is normally limited to 72-hours.

Attachment 2**EXAMPLES OF VEHICLE ABUSE**

A2.1. Vehicle Management will initiate vehicle abuse action for vehicle or equipment damage failure resulting from:

A2.1.1. Failure to accomplish organizational or operator maintenance in accordance with the manufacturer's commercial publication, Air Force or Navy instructions, manuals, or technical orders.

A2.2. Failure to bring vehicle or equipment in for scheduled maintenance before an overdue condition exists. An approved rescheduling by 36 LRS/LGRV due to mission requirements is permitted.

A2.3. Overloading the vehicle or piece of equipment, or failure to tie down or secure cargo.

A2.4. Operating a vehicle or piece of equipment with broken tire chains, over inflated tires, or under inflated tires.

A2.5. Operating a vehicle or piece of equipment with known safety discrepancies, malfunctions, or damage.

A2.6. Failure to bring a vehicle or piece of equipment to 36 LRS/LGRV or authorized leased serviced provider (as applicable) for scheduled maintenance.

A2.7. Failure to protect the vehicle or piece of equipment's exterior painted surfaces from oxidation or corrosion (washing/waxing).

A2.8. Failure to report damage (accident, incident, and negligence) to 36 LRS/LGRV by end of the next duty day. The Transportation Manager can pre-approve delays of this action to satisfy immediate mission needs when warranted.

A2.9. Modifying, adding equipment, or applying markings to a vehicle or piece of equipment without written approval from the 36 LRS Transportation Manager and if required, Headquarters Air Force Materiel Command Staff or the WR-ALC prime item manager.

A2.10. Tampering with engine governors, pollution control devices, or computer control systems.

A2.11. Running engines at excessive speeds.

A2.12. Operating vehicles with low oil or coolant levels because of failure to check levels according to established guidance, failure to monitor dash instrumentation, or significantly overfilling the engine crankcase, transmission or hydraulic reservoirs, as applicable.

A2.13. Operating vehicles improperly such as lugging in high gear and shifting into reverse when traveling forward.

A2.14. Failures that are not the result of normal wear and tear, defective material or workmanship.

A2.15. Operating with applied or dragging parking brake.


A2.16. Intentional destruction, disfigurement, or removal of official use stickers from any GMV.

- A2.17.** Servicing fuel tank, hydraulic reservoirs or other items with the incorrect fluid.
- A2.18.** Intentional destruction or disfigurement of vehicles interior/exterior.
- A2.19.** Unqualified or untrained personnel operating vehicles without an instructor present.
- A2.20.** Failure to secure vehicle doors from overextending when opening during high winds.
- A2.21.** Allowing water to accumulate in the vehicle interior (e.g. washing out the interior with a hose, failing to close windows during a rainstorm).
- A2.22.** Cleaning specialized vehicle windows with chemicals that are not authorized for use.
- A2.23.** Knowingly operating a vehicle or piece of equipment with a malfunction that may cause or result in further damage.

Attachment 3

SAMPLE VEHICLE RELEASE FOR REPAIRS LETTER

Figure A3.1. Sample Vehicle Release For Repairs Letter

	DEPARTMENT OF THE AIR FORCE HEADQUARTERS, 36TH WING (PACAF) ANDERSEN AIR FORCE BASE, GUAM
MEMORANDUM FOR 36 LRS/LGRV	Date
FROM: (Using Organization)	
SUBJECT: Accident/Abuse Case #XXXX Vehicle Release Letter	
1. I have conducted an investigation into the cause(s) of subject vehicle and approve repair action. The subject vehicle involved in this accident/abuse, (re/plate number) is not required to be held for any investigative purposes and the vehicle is released for repair.	
2. Any questions concerning this matter can be directed to (person) at (XXX-XXXX).	
Unit VCO Signature	